



Position Profile

Chief Finance Officer Georgetown Day School Washington, DC

Georgetown Day School (GDS) is seeking a strategic thinker, experienced manager, and collaborative visionary to lead the School's financial and facilities operations. The Chief Finance Officer (CFO) will have the opportunity to build on the School living into its recently unified campus and support future planning efforts.

The Organization



Georgetown Day School Mission

GDS honors the integrity and worth of each individual within a diverse school community. GDS is dedicated to providing a supportive educational atmosphere in which teachers challenge the intellectual, creative, and physical abilities of our students and foster strength of character and concern for others. From the earliest grades, we encourage our students to wonder, to inquire, and to be self-reliant, laying the foundation for a lifelong love of learning.

Since its founding in 1945 as the first racially and religiously integrated school in the District of Columbia, GDS has maintained a strong commitment to a diverse student and employee community. We respect and celebrate our differences, while stressing the common principles and goals that unite us. These include a deep respect for truth, integrity, freedom, human rights, equality, and the creation of a just and equitable world.

GDS offers its students a stimulating curriculum that promotes intellectual curiosity, creativity, and a love of learning. We encourage the open exchange of information and ideas, and we recognize the need to be sensitive to different learning styles and developmental needs. At the heart of the learning process at GDS are the positive and lively interactions between students and teachers. We value teachers who offer a breadth and depth of knowledge, a capacity to challenge and inspire, and personal concern for their students.

GDS believes that the educational development of the whole person requires comprehensive study of academic subjects, mastery of appropriate information technologies, in-depth exposure to the arts, regular opportunities for physical education and athletics, and involvement in extracurricular activities and community service. GDS students graduate with enthusiasm for



continuing their own learning, confidence in their academic skills, and the ability to recognize injustice and work together for the betterment of others.

GDS is located in the Tenleytown neighborhood of Washington, DC. GDS has 1,075 students, and 220 full-time faculty and staff members, with an annual budget of \$53M, with revenues from tuition, philanthropy, endowment draw, and auxiliary programs. For additional information, please visit their website at <https://www.gds.org/>.

The Position

Reporting to the Head of School, the CFO serves as an essential support and strategic partner to the Head of School and the leadership team. Responsible for the annual operating budget as well as a PPRSM budget of \$2 million, the CFO supervises the Business Office, the Health, Security and Transportation staff, data management, and the facilities. The CFO is a member of the senior administrative team.



Aside from building solid relationships with the Head of School and the Board, the new CFO will need to be someone who can quickly forge excellent partnerships with their direct reports, other senior administrators, and all faculty and staff at the School. The administration liaison to the Finance, Investment, Audit, Governance and the Facilities Master Planning committees, the CFO also chairs the Retirement and Benefits Committee. While the CFO works closely with the Board, and specifically the Finance Committee Chair, they report exclusively to the Head of School.

The new CFO will also work closely with the Director of Advancement and the Director of Admissions to ensure that the school's fundraising and enrollment projections allow for responsible and accurate planning, effective stewardship, and clear communications to all constituencies about the fiscal health of the School.

Key Priorities and Responsibilities

The CFO will oversee and monitor specific responsibilities in the following areas:

Finance & Accounting

- Supervise the development, administration, and reporting of the operating and facilities master planning budget to the Head of School, the School's Board of Trustees and Finance Committee, auditors, federal, state, and local authorities, lenders, donors, and various School administrative offices as appropriate.
- Prepare regular financial forecasts to project fiscal year operating results.
- Oversee and monitor financial investment.
- Administer grants from regional, state, and local grantor agencies and ensure compliance with grant requirements.
- Hold primary responsibility for the outcome of the annual financial statement and pension plan audits.
- Ensure effective financial policies, procedures, and operations in accordance with GAAP.
- Oversee the administration of the School's endowment; execute endowment and investment policy; implement investment decisions of the Investment Committee; and coordinate with



the endowment consultants, ensuring effective endowment allocations, performance, and reporting.

- Manage banking, debt, and lease agreements; receive, account for, and disburse monies and securities; work with the bank negotiate terms, rates and ensure covenant compliance.
- Oversee the annual financial audit and filings of tax returns.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty and staff, students and alumni, parents, and trustees.

Operations/Facilities

- Oversee all School operations including personnel policies, data management and survey data submission, maintenance, campus security, campus health, food services and dining, transportation neighborhood relations, etc.
- Oversee the physical plant, grounds, and construction functions with the Director of Facilities and Maintenance; help plan and direct all replacements and renewals of the physical plant.
- Partner with the Head of School, the Associate Head and the Director of Human Resources to establish sound and consistent employment policies, adequate staffing levels, compensation, and appropriate benefits programs for all facets of school operations.
- In partnership with the Director of Human Resources, supervise the administration of all employee benefit programs including health insurance, retirement, worker's compensation, life insurance, and other related plans.
- Provide strategic oversight to auxiliary programs, including before/after school programs, summer programs, and facilities rentals.

Relationship Management

- Keep the Head of School apprised of all business, operational, and financial matters.
- Work collaboratively with the Leadership Team to support the successful operation of the School.
- Serve as staff liaison for and collaborate with board committees: Finance, Investment, Audit, and Facilities Master Planning.
- Serve as the primary liaison in banking relationships and with the School's investment managers.
- Maintain business relationships with consultants, vendors, and colleagues at other schools.

GDS uses the following systems and technology platforms: Blackbaud School Management Systems including Financial Edge NXT and Raiser's Edge NXT. Concur is used for payables processing and UKG is used as a comprehensive payroll and personnel management system.

Experience and Attributes

Successful candidates for this position will bring a variety of experiences and attributes to GDS, including:

- 10+ years' progressive senior management experience in designing, implementing, and managing successful financial, operational, and facilities management systems.
- Strong nonprofit and business acumen; proven track-record of operations advancement to achieve business results and drive organizational mission.
- Track-record of success leading finance, facilities, information technology, data integration, risk mitigation/compliance, and administrative functions.
- Strong understanding of nonprofit financial management; experience in 501(c)(3) desired.



- Experience in nonprofit financial budgeting, tracking, analyses, reporting, and forecasting for operating budgets.
- Supervisory experience that includes team building, talent management, and leadership development.
- Collaborative and forward-thinking leadership style with exceptional management skills.
- Innovative and entrepreneurial approaches welcome.
- Excellent communication skills – adept at analyzing and interpreting information as well as speaking, writing, and graphically conveying complex data to a range of audiences.
- Strategic thinker and excellent listener with a strong ability to build trust among a wide range of constituents.
- Demonstrated ability to take complex subjects, distill them and then communicate them to a varied audience.
- Experience on senior administrative teams and working with non-profit Boards; independent school experience a plus.
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths, and weaknesses, etc.
- Bachelor's degree required, degree in finance, business, nonprofit management, or related field preferred. MBA preferred.

The salary range is \$200,000 - \$270,000. GDS offers a generous benefit package, including health, disability, vision, and dental insurance, paid holidays, and vacation, medical, personal, and other leave, and employer investment in a 401(k) plan.

Application Process

To apply, upload resume and cover letter [here](#). Only complete applications will be considered. For other inquiries, contact Adrienne O'Rourke at adrienne.orourke@marcumllp.com. Resume reviews begin immediately.

Equal Employment Opportunity Statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at GDS are based on merit, qualifications, and skills.

GDS is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, pregnancy or pregnancy-related condition, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic information, marital status, personal appearance, family responsibilities, political affiliations, matriculation, veteran status, military service, application for military service, or any other status protected by applicable law. GDS complies with applicable state and local laws governing non-discrimination in employment. GDS will make reasonable accommodations for qualified individuals with known disabilities in accordance with applicable law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



About Marcum's Nonprofit & Social Sector Group

Marcum's Nonprofit & Social Sector Group is working with Georgetown Day School (GDS) to advance the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.

